Notice of Vacancy- Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-007-22

Title: Project Specialist (Data Analyst)
Range/Title Code: X98/60005
Salary: TBD
Position Number: 924777
Issue Date: February 14, 2022

Closing Date: March 14, 2022
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Educational Services, Office of Fiscal and Data Services

Description:
Under the direction of the Director, Office of Fiscal and Data Services, supports the New Jersey Department of Education's efforts to gain insights into the impact of the COVID-19 pandemic on the public education system in New Jersey in order to generate actionable insights to accelerate student learning. Performs education research by collecting, analyzing, and interpreting statistical data; develops educational programming by conducting analyses, surveys, needs assessment, and related research; establishes, maintains, and evaluates program and fiscal data related to the American Rescue Plan; and does other related duties.

Core responsibilities include:
- Collating student-level data from multiple sources and multiple years to analyze trends in outcomes of those most impacted by the COVID-19 pandemic compared to their peers
- Analyzing multiple years' worth of student-level enrollment data to identify student groups with statistically significant, recent declines in enrollment and pinpoint where this decline is most acute
- Engaging offices across divisions within the NJDOE to collaborate on projects related to ESSER-program evaluation
- Writing memos that clearly and succinctly summarize the most relevant and actionable analytic findings
- Presenting to management or stakeholders
- Using tools and techniques to visualize data in easy-to-understand formats, such as diagrams and graphs

Requirements:
Education: Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Statistics and Measurement, Statistics, or a related field.

Experience: Four (4) years of experience in program evaluation, statistical analysis, or psychometrics.

Preferred Skills:
- High proficiency in Microsoft Excel, Word, PowerPoint and Power BI
- Proficient in a statistics or data analysis software, such as R, STATA, SPSS or SAS
- Attention to detail when working with data to make accurate conclusions and predictions
- Strong verbal and written communication skills to effectively share findings with stakeholders
- A solid understanding of data sources, data organization, and storage
- In-depth knowledge of statistical methodologies and data analysis techniques
- Survey design

Open to the Following:
In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.
Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward a cover letter and resume electronically to:
resume3@doe.nj.gov (include the Reference # in the subject line)